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Monterey Bay National Marine Sanctuary Sanctuary Exploration Center (SEC) Program Assistant

I. INTRODUCTION

a. Background

Monterey Bay National Marine Sanctuary (MBNMS) is one of the nation's largest marine protected areas and encompasses more than 6,000 square miles of central California coastal waters containing a rich array of habitats and marine life. The Sanctuary program provides protection of these natural resources through research and education to foster public understanding and stewardship of this nationally significant marine area. The MBNMS opened the state-of-the-art Exploration Center to educate and reach out to the local community and visitors to the Santa Cruz area.

The California Marine Sanctuary Foundation (MBSF) was founded in 1995 to enhance the understanding and protection of the Monterey Bay National Marine Sanctuary, and other coastal and ocean resources of California. This is a term-employment position through the California Marine Sanctuary Foundation, on assignment to the Monterey Bay National Marine Sanctuary.

b. Workweek

This position requires a commitment of sixteen (16) hours per week on site at the Sanctuary Exploration Center in Santa Cruz during open hours (including Fridays, and either Saturday or Sunday). There is an opportunity to gain additional hours, from time-to-time, by working at Exploration Center special events that fall outside of the normal workweek.

II. STATEMENT OF WORK

Under the direction of the Center Director, the Program Assistant will work with the SEC team to do the following:

1. Assist in the daily operations at the Center:
 - A. Open and close the center.
 - B. Operate and troubleshoot computer equipment associated with exhibits.
 - C. Greet and receive visitors.
 - D. Assist in Guided tours at the Center.
 - E. Answer questions about Monterey Bay National Marine Sanctuary and the Santa Cruz area.
2. Act as a point of contact for volunteers at the center during open hours:
 - A. Deliver briefing to volunteers at the beginning of a shift.
 - B. Assist Volunteer Coordinator in day-to-day activities at the center.
 - C. Work with volunteers on the exhibit floor.

3. Administrative Duties

- A. Data entry and management of Exploration Center database using Microsoft Excel.
- B. Track visitor numbers at the Center daily and update visitor log monthly.
- C. Assist with SEC educational activities as needed.
- D. Assist with special events and projects as needed.

III. REQUIRED KNOWLEDGE AND EXPERIENCE

The Program Assistant is required to meet the following minimum standards for Knowledge and Experience:

- 1. Currently enrolled as a college undergraduate/graduate student or proven equivalent knowledge/experience in marine science, environmental science and/or environmental education.
- 2. Must be personable and enjoy working with the public.
- 3. Must be able to work independently with a history of self-directed work.
- 4. Proven ability to take direction and have demonstrated organization and decision making skills.
- 5. Must have strong verbal and written communication skills.
- 6. Demonstrated ability with Apple computer platforms and Microsoft Office software, especially Microsoft Excel. Working with Photoshop and database programs a plus.
- 7. Must be able to work on weekends and have flexible hours.

IV. OTHER PROVISIONS

The Program Assistant will be provided a workstation at the Monterey Bay National Marine Sanctuary's Exploration Center in Santa Cruz, CA, and will have access to a computer, telephone, copier, and fax machine.

California Marine Sanctuary Foundation is an "at will" employer, which means that any employment relationship is entered into with the understanding that the Employee may resign at any time and the Employer may discharge the employee at any time, with or without cause.

Please send a cover letter, resume and three professional references to explorationcenter@noaa.gov and indicate SEC Program Assistant Job in the subject line. (Please include your last name on all document titles.)

Electronic submissions are preferred in Adobe pdf or Microsoft word format.

You may also fax the application to 831-421-9992

No phone calls please.

California Marine Sanctuary Foundation is an equal opportunity employer.